

APPENDIX 4-B
CSEPP PLANNING GUIDANCE
CROSS REFERENCE

Guide to Abbreviations

Annex	Annex
APP	= Appendix
B	= Benton County Plan and Procedures
BP	= Basic Plan
CEMP	= Washington State Comprehensive Emergency Management Plan
DO	= Emergency Management Division Duty Officer Procedures
DOH	= Department of Health Procedures
EOP	= Emergency Management Division Emergency Operations Plan
ESF	= CEMP Emergency Support Function
FIG	= Figure
N/A	= Not Applicable for EMD
UMCD	= Umatilla Chemical Depot
WSDA	= Washington State Department of Agriculture Procedures

Letter followed by number = Subparagraph within a section

Roman Numerals = Sections in BP or Annexes

EXAMPLE: "BP-IV-C" = "Basic Plan, Section IV, Subparagraph C."

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Planning Standards and Evaluation Criteria		Plan Reference
8.1 Emergency Plans Checklist		
1-1.	Bear the signature of the appropriate elected official or chief administrator of the jurisdiction attesting to plan review, acceptance, and promulgation.	BP-page i
1-2.	Cite appropriate federal and state authorizing legislations, and regulations.	BP-page 4
1-3	Assign responsibility for all key emergency functions. The descriptions of these functions will include a clear, concise matrix listing all agencies having primary and support responsibilities for each functions.	BP page 37 1 Fig 1
1-4	Identify by title the specific individuals authorized to direct the emergency response.	BP-page 9
1-5	Identify federal, state, and private sector support organizations and define their respective responsibilities.	BP-pages 17-36
1-6	Contain detailed position-specific implementing procedures for emergency officials involved in the off-post emergency operating center (EOC) and field operations.	EOP-pages A-18-19; D-5-38;D-169-203
1-7	State the major geographic, political, and demographic features of the EPZs.	BP-page 8-9;Annex A, pages 1-4
1-8	Include maps of the EPZs delineating the IRZ and Paz with all of their subzones.	Annex A, App 5
1-9	Reference the major scenarios or categories of scenarios that form the basis of risk assessment and planning.	Annex A, App-1
1-10	Identify the major population centers at risk.	Annex A, App-1
1-11	Describe standard chemical event emergency notification system used off-post.	BP page 12; Annex A-pages 1-4
1-12	Contain procedures that provide for appropriate	Annex A, App 1

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Planning Standards and Evaluation Criteria		Plan Reference
	response based on each notification level.	
1-13	Identify the responsible on-post individuals and their alternates authorized to communicate information to off-post officials.	B
1-14	Describe circumstances under which county governments authorize the Army to directly initiate off-post protective actions.	N/A
1-15	Reference letters of agreement or MOU between local officials and other public or private groups.	Appendix 2
1-16	Explain all abbreviations and specific terms used in plan.	Appendix 1
1-17	Contain plan update guidelines and a record-of-change page.	BP pages ii; 4-5;
1-18	Distribution of the plan	Appendix 5
1-19	Contain a record-of-receipt form.	BP page iv
1-20	Provide for annual plan update following a cycle of drills and exercises.	Annex D
8.2 Command and Control		
2.1	Establish an EOC outside the IRZ and staff with decision makers, administration, communication, and operations on a 24 hours basis during emergencies.	BP pages 10-12, 21-22; EOP A4-7
2.2	Provide for protection of off-post EOC personnel with positive pressure ventilation and filtration system.	N/A
2.3	Assure that off-post EOCs are capable of reliable communications with all response agencies.	N/A
2.4	Designate an alternate EOC outside the IRZ.	EOP annex E, B-37
2.5	Provide for extended EOC operations.	EOP, B3-6
2.6	Identify official(s) authorized to activate the plan, EOC, and emergency activation.	EOP, annex A; CEMP
2.7	Describe chemical event emergency notification levels and actions taken for each event,	BP Annex A, App 1
2.8	Indicate how all EOCs involved will be coordinated.	BP page 3; CEMP
2.9	Designate a liaison to the on-post EOC.	N/A
2.10	Assure Army Liaisons to IRZ and Other EOCs have been designated.	N/A
2.11	Name individual by title responsible for technical, administrative, and material management of off-post EOC.	UMCD
2.12	Designate chain of command for notifying key personnel involved in activating and operating EOC.	EOP-V
2.13	Specify the notification process of key officials at each emergency level.	B; BP-annex A, app 1

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Planning Standards and Evaluation Criteria		Plan Reference
2.14	Describe notification and coordination linkages when multiple jurisdictions are involved	BP I-D; EOP-annex F
2.15	Describe the relationship between state, local emergency response efforts and federal.	BP-VII; EOP-annex H; CEMP
8.3 Communications		
3.1	Identify, by title, the on-post individuals authorized to communicate necessary information to off-post.	UMCD; B
3.2	Provide for daily testing of primary and back-up communication links between on-post and off-post notification points.	UMCD; B
3.3	State how all local state will promptly receive emergency notification.	BP pages 12-13; annex A, App 1; CEMP
3.4	Indicate how exchange of information will take place.	BP-annex A, App 1; CEMP
3.5	Capability to alert and communicate with all field response units.	UMCD & B
3.6	Update contact lists when changes to personnel occur and review monthly.	BP page 4
3.7	Require interagency and interjurisdictional radio communication between EOCs.	EOP, annex F
3.8	Require dedicated telephone link and radio link to tie the on-post notification post to off-post points.	BP annex A, App 5; EOP, annex F.
3.9	Require capability for high-speed transfer of hard copy.	BP, annex A, App1 EOP, annex F
3.10	Establish a communication system with reliability between all EOCs.	EOP, annex F; CEMP
3.11	Require communication between on-post and off-post be tested once a month.	BP annex D
3.12	Require communication between on-post and off-post be tested during nonworking hours, twice a year.	BP annex D
3.13	Require regular communication checks.	BP annex D
3.14	Require monthly communication checks between EOCs and response units.	UMCD & B; BP D-3
8.4 Emergency Notification		
4.1	Ten minutes from initial detection of release, Depot to	BP, Appx 2; UMCD;

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Planning Standards and Evaluation Criteria		Plan Reference
	notify designated off-port points, of ECLs and PARs.	B
4.2	Identify, by title, on-post official responsible for accident assessment & notification.	UMCD & B
4.3	Require 24 hour capability for receiving emergency notification and PAR from installation.	BP pages 10-15, 22; A 6-8; EOP A4-7
4.4	Include standardized format for receiving information.	Annex A, Appx 6
4.5	Describe how information on event assessment and plume pathway predictions will be received & used.	N/A
4.6	Tie all emergency response decisions and action to chemical event notification system.	N/A
4.7	State capability of receiving hard copy of assessment information and updates.	N/A
8.5. Protective Action Decision		
5.1	Designate 24 hour notification point.	BP pages 10-15, 22; A 6-8; EOP A4-7; B; UMCD
5.2	Identify, by title, the individuals and their alternates authorized to make protective action decisions.	UMCD & B
5.3	Provide for 24-hour decision making capability.	B; UMCD
5.4	Specify the decision criteria to be used by Army installation personnel to PAR for inclusion in the initial off-post notification.	UMCD
5.5	List off-post response actions that local officials authorize the Army to implement.	N/A
5.6	Describe the protective action decision making process.	UMCD & B
5.7	Link protective action decision making to the standard emergency notification system.	N/A
5.8	Identify protective actions for each population group within the EPZ by accident category.	N/A
8.6 Protective Actions and Responses		
6.1	Establish protective action procedures keyed to the chemical event, notification system for all officials.	N/A

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Planning Standards and Evaluation Criteria		Plan Reference
6.2	Specify potential protective action responses for each chemical event and accident category, zone-by-zone.	N/A
6.3	Include procedures for estimating the number of potential evacuees.	N/A
6.4	Identify the most appropriate evacuation routes for evacuees.	N/A
6.5	Incorporate results of evacuation time estimates for potential evacuees.	N/A
6.6	Identify structures for which positive pressure and filtering equipment is needed or in place.	N/A
8.7 Public Alert and Notification		
7.1	Require people in the IRZ be adequately and reliably public alert & notification system.	B
7.2	Require outdoor recreation areas and populated areas within the IRZ be equipped with outdoor alerting and notification systems.	B & UMCD
7.3	Require alert & notification system have a signal of at least 10 decibels above ambient noise level.	B & UMCD
7.4	Provide indoor alerting & notification to inhabited residents within IRZ.	B & UMCD
7.5	Provide alert & notification of non-English speaking residents within the IRZ.	B & UMCD
7.6	Require population within PAZ receive warning and notification via electronic media, EAS, route alerting or by other means.	B & UMCD
7.7	Provide alert & notification to each institution in IRZ and PAZ.	B & UMCD
7.8	Require sensory impaired to receive warning by some means.	B & UMCD
7.9	Establish procedures for alerting & notifying special population, non-English speaking groups, isolated individuals, and people such as campers, hunters.	B & UMCD
7.10	Require alert & notification system in IRZ to be tested on a monthly basis.	B & UMCD

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Planning Standards and Evaluation Criteria		Plan Reference
7.11	Require alert & notification system in PAZ be tested annually,	B & UMCD
7.12	Require public notification messages be prescript and available to radio & TV stations.	B & UMCD &EOP
7.13	Require messages identify areas at risk by using local designators such as streets, hwys, landmarks.	B & UMCD
7.14	Require all public message provide as much detail as necessary to implement recommended protective actions.	B & UMCD
8.8 Traffic and Access Control		
8.1	Designate Access Control Points (ACPs) around all zones and coordinate with installation, state, and neighboring jurisdictions.	B & UMCD
8.2	.Designate locations for Traffic Control Points (TCPs) based on traffic flow patterns.	B & UMCD
8.3	.Establish procedures for mobilization of personnel for access or traffic control points.	B & UMCD B & UMCD
8.4	Identify staff and equipment resources to support initial and long-term operations.	B & UMCD
8.5	Identify evacuation routes.	B & UMCD
8.6	Establish procedures for controlling access and traffic during re-entry.	B & UMCD
8.7	Prepare for possibility of long-term access control if re-entry is delayed.	B & UMCD
8.8	Prepare for possible implementation of a National Defense Area (NDA) by the Army.	B & UMCD
8.9	Require EOCs & response groups list all ACPs & TCPs on maps.	B & UMCD
8.10	Require Evacuation Time Estimates (ETEs) be made for aone-by-zone on all areas of potential evacuation	B & UMCD
8.11	Assure special populations are included in ETEs.	B & UMCD
8.12	Designate vehicle availability for individuals needing transportation.	B

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Planning Standards and Evaluation Criteria		Plan Reference
8.13	Coordination of off-post and on-post evacuation plans required.	B & UMCD
8.14	Have procedures for monitoring road conditions.	B & UMCD
8.9 Special Population		
9.1	Identify all special population groups.	N/A
9.2	Specify ways to maintain the confidentiality of anyone requiring special assistance.	N/A
9.3	Require that lists of non-institutionalized people with special needs are updated regularly.	N/A
9.4	Identify specialized protective, transportation, and care options for special groups.	N/A
9.5	Specify protective, transportation, care options for the non-institutionalized handicapped.	N/A
9.6	State how information will be collected & processed.	N/A
9.7	State evacuation routes for special population.	N/A
9.8	Plans for inmates of correctional facilities are kept secure and confidential.	N/A
9.9	Specify ways to reach other groups of special needs when event occurs.	N/A
8.10 Emergency Support Operations		
10.1	Require proper identification of all emergency workers and vehicles.	B & UMCD
10.2	Require emergency workers to receive personal protective equipment.	B
10.3	Require emergency workers to receive training in use of equipment and decontamination.	B
10.4	Receive training on chemical agents, their hazards, and symptoms produced.	B & UMCD
10.5	Establish procedures for monitoring & decontaminating workers.	B & UMCD
10.6	Identify adequate facilities for monitoring and decontaminating.	B
8.11 Emergency Medical Services		

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Planning Standards and Evaluation Criteria		Plan Reference
8.1	Review medical resources and emergency medical plans.	B
8.12 Transportation		
12.1	Identify transportation requirements for persons with special needs.	N/A
12.2	Identify transportation adequate resources for persons with special needs.	N/A
12.3	Provide procedures establishing priorities for notifying transportation resources.	N/A
12.4	Establish staging areas & specific procedures for dispatching transportation resources.	N/A
12.5	Develop & distribute maps for the staging areas & transportation routes prior to an emergency.	N/A
12.6	Provide pickup routes & special facilities to persons in need prior to an emergency.	N/A
12.7	Assure that communication links exist among vehicles, dispatch agencies and EOCs.	N/A
12.8	Establish and maintain procedures for notifying drivers of buses, vans, and other vehicles.	N/A
12.9	Establish emergency procedures for providing transportation needs to person unable to identify needs before emergency.	N/A
12.10	Develop priority assignments for transportation resources.	N/A
12.11	Specify how lists are updated for handicapped.	N/A
12.12	Coordinate all transportation plans with on-post planners.	N/A
8.13 Community Resource Coordination		
13.1	Require reviewing resource lists and updating quarterly.	N/A
13.2	Catalog resources of primary sources & MOUs/MOAs agreements for resources.	N/A
13.3	List resources by location, type, number, provider's name & phone number, and written commitments.	N/A

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13.4	Require hard copy of resource list be kept.	N/A
13.5	List resources by location, type, number, provider's name & phone number, and written commitments that will be provide by Army, National Guard, federal and state agencies.	N/A
13.6	Identify zone-by-zone equipment and resources needs.	N/A
13.7	Identify the special population resources needs by zone-by-zone.	N/A
13.8	Reference written agreements governing use of resources not owned or controlled by the jurisdiction.	N/A
13.9	Identify jurisdiction or regional sources for food, water, and other essentials needs during re-entry.	N/A
13.10	Describe mechanisms for obtaining temporary housing for residents with contaminated residences.	N/A
13.11	List sources of replacement vehicles, equipment, & machinery should contaminated items be unusable.	N/A
13.12	Designate staging areas for receiving, storing, and allocating supplementary resources.	N/A
8.14 Public Education & Information		
14.1	Establish public education program that includes printed materials for households and special facilities.	PB 11,Annex A-B-C; CEMP, & EOPs
14.2	Require public education program include risk communication information.	B
14.3	Provide involvement of special population groups in developing Public Ed Program.	N/A
14.4	Establish procedures to revise materials annually.	N/A
14.5	Develop procedures to keep news media informed.	BP Annex A-B-C; CEMP, & EOPs
14.6	Identify disseminate information to the various planning zones.	BP Annex C; CEMP, & EOPs
14.7	Provide local news media in planning, training, and exercise activities.	BP Annex D
14.8	Provide for coordinated dissemination of information through JIC.	BP Annex A, EOPs

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Planning Standards and Evaluation Criteria		Plan Reference
14.9	Assure links exist between JIC and public information officials	BP Annex A-B-C; CEMP, & EOPs
14.10	Set and coordinate procedures for the activation and operation of EAS.	BP, CEMP, EOPs
14.11	Provide for rumor control system.	Annex A, EOPs
14.12	JIC separate from off-post EOC	N/A
14.13	Develop prescript, generic public announcements to distribute to news media.	N/A
14.14	Provide information on emergency zones and phases.	BP Annex A
14.15	Release information in community's language.	N/A
14.16	Prepare information to meet the special needs of sensory or emotionally impaired persons	N/A
14.17	Conduct periodic and timely news briefs	EOPs
8.15 Evacuee Support		
15.1	Identify mass care centers outside PAZ	N/A
15.2	Identify, by name/locations reception centers near evacuations routes, outside IPZ and PAZ.	N/A
15.3	Establish procedures, maps, information & referral services for reception centers.	N/A
15.4	Mass care centers recipients need to register, receive medical care, family reunification services, & public information.	N/A
15.5	Provide for extended relocation and temporary housing outside PAZ.	N/A
15.6	Provide for prior coordination of MOUs for mass care arrangements with ARC officials.	N/A
15.7	For mass care and relocation centers provide law enforcement and fire protection.	N/A
15.8	Provide security at all reception and mass care centers.	N/A
8.16 Agent Detection and Monitoring		N/A
8.17 Decontamination		

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Planning Standards and Evaluation Criteria		Plan Reference
17.1	Identify agencies responsible for decontamination.	N/A
17.2	Identify possible decontamination personnel & resources.	N/A
17.3	Priorities guidelines for use of decontamination personnel resources.	N/A
17.4	Specify how the Army, federal, state, local agencies will cooperate in off-post decontamination.	N/A
17.5	Endure decontamination of potentially contaminated people is done in a timely matter.	N/A
17.6	Establish procedures for educating and informing public of procedures for decontamination.	N/A
17.7	Include in plans for siting, staffing, & equipping decontamination stations.	N/A
17.8	Provide medical personnel, properly trained, equipped, and clothed for decontaminating injured persons before transporting.	N/A
17.9	Minimize cross-contamination hazards presented by companion animals.	N/A
17.10	Identify officials and agencies responsible for establishing and implementing quarantine.	N/A
8.18 Re-Entry		
	To be developed	
8.19 Training		
19.1	Identify emergency officials, staff, & responders to receive training.	BP Annex D
19.2	Specify performance levels for all functional units in the response organization.	N/A
19.3	Include provisions for periodic refresher training.	BP Annex D
19.4	Identify personnel within each organization responsible for coordinating training.	BP Annex D
19.5	Documented all training records for local & state	BP Annex D
19.6	Train public on protective actions for event.	N/A
8.20 Exercises		

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Planning Standards and Evaluation Criteria		Plan Reference
20.1	Meet requirements of the CSEPP exercise program.	BP Annex D
20.2	Provide for jurisdiction's participation in all exercises.	BP Annex D
20.3	Identify exercise objectives performed during exercises.	N/A
20.4	For each exercise, identify exercise objectives that have to be demonstrated and response groups.	N/A
20.5	Identify representatives on exercise planning team for each exercise.	N/A
20.6	Describe procedure to track actions assigned and agreed upon as a result of exercise evaluation.	BP Annex D
8.21 Automation Support Systems		
	To be developed	